



OFFICE OF THE COMPTROLLER
815 CMR 6.00
CHARGEBACK DEPARTMENT AUTHORIZATION FORM

PLEASE COMPLETE THIS FORM ONLY IF THE DEPARTMENT DOES NOT ALREADY
HAVE AN ASSIGNED INTERNAL VENDOR CODE FOR THIS CHARGEBACK

ASSIGNED INTERNAL VENDOR CODES REMAIN ACTIVE UNTIL AUTHORITY FOR CHARGEBACK CEASES

FISCAL YEAR: _____

DEPARTMENT: _____

DEPT. CONTACT PERSON: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

DESCRIPTION OF CHARGEBACK: _____

Is there an existing Revenue Source for this chargeback? ☐ NO ☐ YES. Please indicate revenue source code: _____

CHARGEBACK TYPE (check one option only):

- ☐ Statewide (SW) (mandated charges. Chargeback dept charges state depts for authorized fee, usage or charge)
- ☐ Ad Hoc (AH) (Chargeback department charges only state depts for authorized fee, service, usage or charge.)
- ☐ Public Fee (PF) (Chargeback depart may charge state depts or gen public for authorized fee, service, usage or charge.)

[NOTE: municipalities, cities, counties, towns, quasi-public entities and authorities are considered the "general public" for chargeback purposes, NOT state depts. Only state departments that are on MMARS are considered state departments.]

***** PLEASE ATTACH THE FOLLOWING OR CHARGEBACK CANNOT BE PROCESSED:**

1. **Authority for Chargeback.** The legal citations AND a copy of the actual statutory or legislative language authorizing the chargeback. The language must be explicit. Inferred charges will not be authorized. Budgetary authorization must appear in both the House and Senate versions of the budget, or in the final GAA to support the application.
2. **Chargeback Rates or Formula for Charges.** A breakdown of the specific charges or the methodology for calculating the charges to a department. The charges or methodology must be detailed and capable of being verified against the actual charges to chargeback departments. Chargeback departments may not charge more than what is authorized in statute or regulation, or, if no restriction is identified, no more than the actual costs for providing chargeback services.

PLEASE SUBMIT COMPLETED FORMS TO:
THE OFFICE OF THE COMPTROLLER
ATTN: LEGAL BUREAU
9th Floor One Ashburton Place Boston, MA 02108
Phone: (617) 973-2617
FAX: 617-973-2555
Email: Jenny.Hedderman@osc.state.ma.us

ADDITIONAL INFORMATION

INTERDEPARTMENTAL CHARGEBACK POLICIES AND PROCEDURES

Approved Chargeback Departments are required to comply with the Contracts Office of the Comptroller Contracts Policy *Interdepartmental Chargebacks*. Prior to entry of any IE, chargeback staff who will be conducting chargeback business on MMARS must complete the **E-Learning modules** for **IDB1 - Interdepartmental Business**. All policies, job aids and E-Learning are posted at: www.mass.gov/osc under "Guidance for Agencies".

Chargeback departments are assigned a specific new alpha Revenue Source Code for a chargeback with a corresponding Internal Vendor Code. The Chargeback department may use the approved alpha Revenue Source Code **ONLY** for the approved interdepartmental chargeback. **DO NOT use other previously assigned revenue source codes for Chargebacks!!**

The Revenue source code assigned to your department chargeback matches the approved Internal Vendor Code (IVC) to make it easier for your department to enter IEs and Internal payments for your Buyer departments to recognize you as a department and the chargeback being made. If your department has multiple chargebacks, and therefore multiple Internal Vendor Code (IVC)s, care must be taken to ensure the appropriate revenue source and Internal Vendor Code (IVC) are matched when entering IEs and Internal payments. For chargebacks authorized in funds other than Fund 015 (solely interdepartmental) such as Fund 010, 300 etc. your department now has multiple revenue sources for revenues. **YOU MUST USE THE APPROVED INTERDEPARTMENTAL REVENUE SOURCE SOLELY FOR INTERDEPARTMENTAL CHARGEBACKS.** Other revenue sources should be used for NON-interdepartmental revenue.

You can view the revenue source codes at the BQ81 or BQ89 tables at the bottom of the screen under "[linked revenues](#)". You can also look at the BQ82 table (formerly REVB).

We will be performing quality assurance on interdepartmental chargebacks. If chargebacks are discovered using incorrect Internal Vendor Code (IVC)s or revenue source codes, the department will be required to correct all incorrect transactions and record the revenue to the proper revenue source code. Therefore, please take a little extra time to ensure that the chargebacks your department processes are entered accurately and with the appropriate revenue source code.

NEXT STEPS:

When this chargeback is approved your approved Internal Vendor Code (IVC) will be activated on the VCUST table. Interdepartmental Chargebacks come up first in the VCUST table, so you will be able to identify your authorized Internal Vendor Code (IVC) and the status of its activation. Your Internal Vendor Code will begin with "ISELL".

Please verify with your Security Officer that the individuals authorized in your department to enter IEs and Internal Payments have the necessary security to process these transactions. At least one individual must have Department Head Signature Authorization (DHSA) security for Interdepartmental Chargebacks.

Once your Internal Vendor Code (IVC) and Security are active, and you have completed the E-Learning Modules, you are ready to begin chargeback business on MMARS.

We may contact you over to verify rate structures. The formula, rate schedules or how rates are calculated should be retained on files at your department for auditing purposes. Chargeback departments (Sellers) are not authorized to charge more than the statutory or regulatory rate, or if rates are not set by regulation or statute, not more than the actual cost of providing the chargeback. If audited, chargeback departments will be required to document (prove) that charges were based upon actual costs.

After you have completed the E-learning modules and reviewed the job-aids, please contact the [**MMARS Helpline 617-973-2468**](tel:617-973-2468) with any technical questions that may come up as you process the Interdepartmental Chargeback transactions. Best of luck with your Chargeback business!